

**302 JOB QUALIFICATION REQUIREMENTS FOR VENDING/AMUSEMENT MACHINE OPERATOR**

NAME: \_\_\_\_\_

RATE/RANK: \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Vending/Amusement Machine Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

**QUALIFICATION RECORD**

Trainee has been indoctrinated in this JQR and given a target completion date of \_\_\_\_\_.

Signature \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Vending/Amusement Machine Operator (JQR-302).

RECOMMENDED \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Division Officer)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Department Head)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Commanding Officer or Designated Representative)

Date: \_\_\_\_\_

Service Record Entry \_\_\_\_\_

Date: \_\_\_\_\_

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### 302 JOB QUALIFICATION REQUIREMENTS FOR VENDING/AMUSEMENT MACHINE OPERATOR (CON'T)

Estimated completion time: 8 weeks

Total points this workstation: 100

#### 302.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

##### 302.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

102 Security

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

104 Vending Machine Operator

Completed \_\_\_\_\_ 20 points / 20% of Workstation  
(Qualifier/Date)

##### 302.1.2 System From This JQR:

203 Vending/Amusement Machine

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

#### 302.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What safety precautions must be observed?
- e. Perform/simulate this task IAW NAVSUP P-487.

##### 302.2.1 Maintain security. (3 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

##### 302.2.2 Maintain sanitation. (3 times)

\_\_\_\_\_  
(Signature) (Date) (Signature) (Date) (Signature) (Date)

**302     JOB QUALIFICATION REQUIREMENTS FOR VENDING/AMUSEMENT MACHINE OPERATOR (CON'T)**

302.2.3 Prepare vending machine for inventory. (2 times)

_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)

302.2.4 Turnover and account for cash with the person making collections. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

302.2.5 Received breakouts. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

302.2.6 Maintain required documents. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

302.2.7 Dispose of un-saleable sodas. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

302.2.8 Practice good customers relations. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

302.2.9 Use car seal on Vending/Amusement machines and storage spaces. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

Completion of 302.2 area comprises 50 points / 50% of workstation.

302.3 INFREQUENT TASKS – None to be discussed.302.4 ABNORMAL CONDITIONS – None to be discussed.**302.5    EMERGENCIES**

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. How does this emergency affect other operations?
- e. Perform or simulate the immediate action for this emergency condition IAW NAVSUP P-487.

### 302 JOB QUALIFICATION REQUIREMENTS FOR VENDING/AMUSEMENT MACHINE OPERATOR (CON'T)

302.5.1 Incapacitated custodian. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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302.5.2 Break-ins. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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302.5.3 Emergency entry procedures.

_____ (Signature)	_____ (Date)
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Completion of 302.5 area comprises 10 points / 10% of workstation.

### 302.6 ON THE JOB TRAINING

Working as vending/amusement machine operator under qualified supervision:

Normal Operations (10 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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_____ (Signature)	_____ (Date)
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Completion of 302.6 area comprises 10 points / 10% of workstation.

### 302.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

302.7.1 Examinations – Pass a written examination:

_____ (Signature)	_____ (Date)
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302.7.2 Examinations – Pass an oral examination board:

_____ (Signature)	_____ (Date)
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